DRG Validation Checklist IMA-EURO Morale, Welfare and Recreation (MWR)	Date:		
	Location:		
	Overall Rating:		
1.0 Financial Management	**Green**	**Amber**	**Red**
1.1 Update POC email and phone rosters to reflect the new structure			

1.2 Ensure the following command and control areas are updated to reflect the new structure:
          --Fund Manager letters/fund authorizations/fund execution thresholds
          --NAF Property
          --Accounting codes, systems, and processes
          --NAF budget submissions
          --RIMP reporting
          --Accounts Receivable management
          --Cash controls
          --Daily Activity Report data management
          --Merchandise management
          --Personnel management
          --Marketing
          --Private Organizations
          --Quarterly inspection schedule for all front door operations			

1.3 Conduct staff assistance visits to provide training, to field questions, and to provide detailed informal feedback to the staff as they assume their new responsibilities. Training should prepare facility managers and Funds Custodians to develop and implement a long-term, three-phase program to train employees, assist them as needed, and inspect all facilities for compliance with guidance.			

1.4 Ensure USAG completes a line-by-line review of TDA and PRD to determine:
          --Current staffing levels are adequate and iaw SGO
          --TDA and PRD are accurate
          --New positions are essential to mission accomplishment
          --All authorizations are filled			

2.0 Army Community Service (ACS)	Green	Amber	Red
2.1 Update POC email and phone rosters to reflect the new structure.			

2.2 Ensure the following command and control areas are updated to reflect the new structure:
      --Accreditation/certification inspection and reporting
        procedures
      --FAP reporting
      --Sexual Assault reporting
      --New Parent Support Program			

3.0 Child and Youth Service	**Green**	**Amber**	**Red**
3.1 Update POC email and phone rosters to reflect the new structure.			

3.2 Ensure the following command and control areas are updated to reflect the new structure:
    --Accreditation/certification inspection and reporting procedures
    --Army Baseline Standards/Installation Status Report procedures			

4.0 Recreation	**Green**	**Amber**	**Red**
4.1 Update POC email and phone rosters to reflect the new structure.			

4.2 Ensure the following command and control areas are updated to reflect the new structure:
    --Army Baseline Standards/Installation Status Report procedures
    --Entertainment requests
    --Welcome Home Celebrations			

5.0 Business	**Green**	**Amber**	**Red**
5.1 Update POC email and phone rosters to reflect the new structure.			

5.2 Ensure the following command and control areas are updated to reflect the new structure:
    --PIP reports
    --Fest and Host Nation issues			

Inspector's Name, Position, Grade:			
Remarks:			

Black font denotes substantive actions to be taken by IMCOM-EURO HQ.
Blue font denotes procedural checks to be performed by IMCOM-EURO HQ